

Emeritus/Emerita Designation for Faculty

Policy Statement

Emeritus status is an honorary title awarded for distinguished service to the academic community. The title may be bestowed on a faculty member who is entering permanent retirement and who has served the University and academic community with distinction. The bestowal of Emeritus status is a distinctive honor, not a right.

Criteria for Nomination

- Minimum of 10 years of service.
- Must hold the rank of Associate or Full Professor
- Must be within one year of retirement date (either before or after formal retirement date).
- Must have achieved eminence through teaching, service and scholarship (or creative work) in college, professional, and community activities.

Privileges

- All University benefits granted to faculty retirees;
- Listing in University catalog and directory at highest rank achieved with incorporation of Emeritus designation;
- Presentation of a certificate or resolution, appropriate for framing;
- Receive University ID/business card designating as Emeritus faculty, if requested.
- Ability to request institutional affiliation for proposals to funding agencies;
- Use of University stationery when in correspondence related to her/his professional role while a Marywood faculty member (e.g., submission of journal articles, serving as a reviewer for journals or books);
- Maintain access to campus e-mail;
- Retain use of campus dining facilities;
- Any other privileges conferred by the University President/Board of Trustees.

Nomination Process

1. In order for the retiring faculty member to be considered for Emeritus/Emerita status, he/she must be nominated by the appropriate College/School Dean, chairperson of department, or a tenured member of the University.
2. Upon nomination, the candidate must submit to the Provost an application for such status which includes a current CV, three letters of recommendation (two must be from current Marywood faculty members) that discuss the individual's contributions in outstanding teaching, service, scholarship, or creative work throughout her/his career at Marywood University.
3. The Provost reviews the application and then submits a recommendation to the University President.
4. The University President will review the application, consider the Provost's recommendation, and render a final decision.

Related Policies

History of the Policy

04/17/13 – The President of the University approved establishing the policy upon the recommendation of the Policy Committee of the University.

05/16/13 – Revision approved by the President of the University as recommended by the Policy Committee of the University.

03/02/15 – Revision approved by the President of the University as recommended by the Policy Committee of the University.

04/17/15 – Revision approved by the President of the University as recommended by the Policy Committee of the University.

01/31/17 – Revision to this policy was necessary as the SRA: Final Report 29 November 2016 eliminated the Emeritus Committee. Revision was approved by the President of the University as recommended by the Policy Committee of the University.

MARYWOOD UNIVERSITY POLICIES AND PROCEDURES MANUAL

Mary Theresa Gardier Paterson, Esquire
Secretary of the University and General Counsel